

# 2

Export Certification  
Manual

## Procedures

### *Import Requirements*

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#### Introduction

This section of the *Procedures* chapter presents the preferred method Authorized Certification Officials (ACOs) should follow to find import requirements in export summaries, and the regulatory action ACOs should take for prohibited plants and plant products and restricted plants and plant products based on whether they met the identified import requirements.

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#### Accessing Export Summaries

ACOs use export summaries to identify the import requirements that **must** be met in order to issue a Federal plant export certificate, or to identify prohibitions that would disallow certification of the plants and

plant products. Based on whether plants and plant products can meet the import requirements, ACOs then determine if they can issue a Federal plant export certificate.

EXCERPT houses the export summaries of foreign countries and provides the most recent information about import requirements. To identify recent changes or additions to import requirements for specific plants or plant products as well as alerts that may apply to all exports, **always** check the following in EXCERPT:

- ◆ Messages and Alerts
- ◆ Phytosanitary Notes
- ◆ Recent Summary Changes

Export summaries are prepared from translations of plant quarantine regulations, official instructions, and other information provided by government officials in the foreign countries.



The export summaries of the import requirements of foreign governments are **not** to be considered legally authoritative.

When possible and before being loaded into EXCERPT, each export summary is reviewed by USDA-APHIS-PPQ, Export Services and is corrected by plant protection officials in the foreign country. Changes to export summaries are based on official information USDA-APHIS-PPQ receives from foreign countries.

Occasionally important changes in foreign regulations are **not** brought to the attention of USDA-APHIS-PPQ. Therefore, ACOs should advise exporters that there may be informational gaps in the export summaries. In the case of unusual or expensive shipments, exporters may wish to contact the plant protection officials in the foreign country to obtain or confirm the requirements for particular plants and plant products.

When an exporter presents import requirements that differ from those in an export summary, then the exporter **must** provide the ACO with official documents from the foreign country that state the different requirements. These official documents may be import permits, special authorizations, or recent correspondence that came from the plant protection organization of the foreign country. An official document from the plant protection organization of the foreign country takes precedence over the information contained in an export

summary. (Import requirements provided in official documents that differ from an export summary should be brought to the attention of Export Services through proper channels.)

Keep in mind that exporters frequently present contract stipulations (from their contacts in the foreign country) to indicate that plant quarantine regulations have been changed. Information from exporters' contracts **cannot** be considered official because changes or exceptions to plant quarantine regulations **must** come from the plant protection organization of the foreign country. However, a few countries use commercial contracts to outline the import requirements for a particular shipment. Exceptions such as the acceptable use of commercial contracts are listed in the respective export summary.



A letter of credit is a financial document and is **not** a phytosanitary document. Letters of credit are **not** issued by the plant protection organization of the foreign country.

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## Preferred Method for Finding Import Requirements

To effectively find import requirements for plants and plant products in the export summaries, follow the preferred method for accessing information. The preferred method acts as a filter to eliminate potentially conflicting or confusing information and helps ACOs find specific, high-priority information. While there are other possible shortcuts to navigating through export summaries, the following preferred method has proven to work well for training purposes:

1. Login to EXCERPT at the following web site address and enter your user identification number and password<sup>1</sup>:

<<http://excerpt.ceris.purdue.edu/>>

2. At the EXCERPT home page, check the following to identify recent changes or additions to import requirements for specific plants or plant products as well as alerts that may apply to all exports:
  - A. Messages and Alerts
  - B. Phytosanitary Notes
  - C. Recent Summary Changes
3. At the EXCERPT home page, select *Export Summary Inquiry*.

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<sup>1</sup> If you **do not** have an authorized user identification number and password, then go to *Preparation, Export Certification Project*, [Request an EXCERPT Account](#) on **page 2-1-6**.


4. At the *Export Summary Inquiry* screen:
  - A. Type the name of the country in the *Country Name* block.<sup>2</sup>
  - B. Verify that the radio button next to #1 for *Product Requirements Information* is filled (default); if **not**, then click that button.<sup>3</sup>
  - C. Type the scientific name of the commodity in the *Commodity Name* block; if you have **only** a common name, then type the common name in the block.
  - D. Click the *Submit Query* button at the bottom of the screen.
5. Respond to any prompts to complete the query (list of country names or list of commodity names).

If the country's name:	And EXCERPT:	Then:
Is <b>not</b> in EXCERPT	Has <b>no</b> specific instructions	Follow the contact protocol in <a href="#">Table 2-1-3 on page 2-1-20</a> under <i>Procedures, Preparation, Contact Protocol</i>
	Specifically instructs the user to contact Export Services directly	1. CONTACT Export Services by phone 301-734-8537 or FAX 301-734-3249 2. FOLLOW UP with your Export Certification Specialist about Headquarters' guidance
Is in EXCERPT	States that information for the country identified is <b>not</b> available and to call Export Services directly	
	Sends you to the country's export summary	1. NOTE the approved country name for completing PPQ Form 577 2. GO to 6., below
	Sends you to another foreign country's export summary, of which contains the import requirements for the country name typed in	

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2 If you are unsure about the country name, then see *Appendix C, List of Countries* on [page C-1-1](#).  
 3 *Product Requirements* of export summaries is the first place to find import requirements for domestic origin plants or plant products.

6. Either select the plant name from a *Commodity Menu* or select the plant part from a *Product Requirements Menu*.

If the plant name:	And the plant part:	Then:
Is <b>not</b> specifically listed under <i>Product Requirements</i>		1. CONTINUE looking for general import requirements
Is listed under <i>Product Requirements</i>	Is <b>not</b> listed	2. Either GO back to the <i>Export Summary Inquiry</i> screen, or JUMP to <i>General Information</i> from the bottom of the screen 3. CONTINUE to 7., below
	Is listed under <i>Product Requirements</i>	1. REVIEW the listed import requirements to determine if the plant or plant product is prohibited or restricted 2. GO to <b>Step 1: Regulate Prohibited Plants or Plant Products</b> on <b>page 2-3-8</b>

7. At the *Export Summary Inquiry* screen, click on the radio button next to #2 for *General Information*.<sup>4</sup>
- A. Type “prohibited” in the *Category Name* block or leave the block blank.
- B. Click the *Submit Query* button at the bottom of the screen.
8. Respond to any prompts to complete the query from a *Category Menu* (list of topics under *General Information*).
9. Select the plant part.

If the plant or plant product:	Then:
Is listed as prohibited	1. REGULATE the plant or plant product as a prohibited product 2. GO to <b>Step 1: Regulate Prohibited Plants or Plant Products</b> on <b>page 2-3-8</b>
Is <b>not</b> listed as prohibited	1. NOTE that the plant or plant product is <b>not</b> prohibited 2. Either GO back to the <i>Export Summary Inquiry</i> screen or the <i>Category Menu</i> , or JUMP to <i>General Information</i> from the bottom of the screen 3. CONTINUE to 10., below

<sup>4</sup> *General Information* of export summaries is the second place to find import requirements for domestic plants or plant products. *General Information* is where special notices about unusual or unique requirements are placed.

- 10.** Type “unrestricted” in the *Category Name* block and click on the *Submit Query* button or select Unrestricted Products from the *Category Menu*.

If the plant or plant product:	Then:
Is listed as unrestricted	1. NOTE that the plant or plant product is unrestricted. A PPQ Form 577 is <b>not</b> required but can be issued 2. SKIP to 12., below
Is <b>not</b> listed as unrestricted	1. NOTE that the plant or plant product is <b>not</b> listed as unrestricted 2. Either GO back to the <i>Export Summary Inquiry</i> screen or the <i>Category Menu</i> , or JUMP to <i>General Information</i> from the bottom of the screen 3. CONTINUE to 11., below

- 11.** Type “restricted” in the *Category Name* block and click on *Submit Query* button or select Restricted Products from the *Category Menu*.

If the plant or plant product:	Then:
Is listed as restricted	1. NOTE the requirements 2. GO to <b>Step 2: Identify Import Requirements for Restricted Plants or Plant Products</b> on <b>page 2-3-9</b>
Is <b>not</b> listed as restricted	1. NOTE that the plant or plant product is <b>not</b> specifically listed in the export summary as having conditions of entry, but would still require PPQ Form 577 if <b>not</b> unrestricted 2. CONTINUE to 12., below

- 12.** Explore other categories found under *General Information*, such as definitions, harmful organisms, packing material, points of entry, special notices, and work plans.
- 13.** Go back to the *Export Summary Inquiry* screen, select radio button next to #3 for *Subsidiary Information*, and click on *Submit Query* button; or jump to *Subsidiary Information* from the bottom of the screen.<sup>5</sup>
- 14.** Continue on to *Procedures*, ***Inspection Guidelines*** on **page 2-4-1**.

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<sup>5</sup> Usually, *Subsidiary Information* in export summaries **does not** contain information of a phytosanitary nature, but it may contain information of interest to exporters (such as contacts for import permits, requirements for importing bees, geographical samples, etc.). See Canada’s export summary as an example.

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## **Regulating Plants and Plant Products**


Using the preferred method to find information in export summaries, regulate plants or plant products offered for export based on whether the exporter has or can meet the import requirements.

The steps for regulating plants and plant products and the most common and consistent import requirements are presented from most to least restrictive.

## Step 1: Regulate Prohibited Plants or Plant Products

Once you identify in the export summary that the plants or plant products offered for export are prohibited by the importing country, then use [Table 2-3-1](#) to take the correct regulatory action.

**TABLE 2-3-1: Regulate Prohibited Plants or Plant Products**

If the plants or plant products are:	And the exporter has:	Then:
Prohibited by the importing country	An import permit or other special authorization for the shipment from the plant protection organization of the foreign country <sup>1</sup>	<ol style="list-style-type: none"> <li>1. REVIEW the document to identify phytosanitary import requirements that <b>must</b> be met by the exporter</li> <li>2. CHECK the export summary for other import requirements that may pertain to these plants or plant products if needed. Generally, an import permit supersedes the export summary, but may also supplement the requirements in the export summary</li> <li>3. RECORD an additional declaration on PPQ Form 577 that states: "Import permit number [number on the import permit] was presented."</li> <li>4. GO to <i>Procedures</i>, <a href="#">General Inspection Guidelines</a> on <b>page 2-4-2</b> to inspect the plants or plant products to ensure that the exporter has met the phytosanitary import requirements listed on the import permit</li> </ol>
	No import permit or other special authorization	<ol style="list-style-type: none"> <li>1. REFUSE to issue PPQ Form 577</li> <li>2. INFORM the exporter that the plants or plant products are prohibited by the foreign country and <b>must</b> have an import permit to be certified. The exporter <b>must</b> get an import permit from the foreign importer</li> <li>3. EXIT this manual</li> </ol>
Not prohibited by the importing country		<ol style="list-style-type: none"> <li>1. CONTINUE to look for import requirements that apply to the plants or plant product</li> <li>2. GO to <b>Step 2: Identify Import Requirements for Restricted Plants or Plant Products</b></li> </ol>

1. This official document may **not** look like a U.S.-issued import permit. A foreign-issued import permit is issued to the importer in the foreign country and a copy is sent to the exporter. Official documents **must** be in English. Bilingual information is acceptable as long as one of the languages is English. If an ACO or other capable source **cannot** confidently translate an official document, then advise the exporter that you **cannot** proceed until the exporter can provide an English translation certified in writing as accurate. If an ACO questions the validity of a presented import permit, then the ACO **cannot** issue a Federal plant export certificate until the permit's validity is ascertained. Forward the import permit for validation to Export Services through channels.



## Step 2: Identify Import Requirements for Restricted Plants or Plant Products

Once you identify in the export summary that the plants or plant products offered for export are restricted by the import country, then see [Figure 2-3-1](#) and the following pages to take the correct regulatory action for the most common and consistent import requirements.

The remainder of this section provides detailed information about each import requirement along with the correct regulatory action to take. Use the information as a checklist when reviewing an export summary to identify import requirements for restricted plants or plant products and to take the correct regulatory action.

1. Do the plants or plant products require an import permit, or was an import permit presented though not required?
2. Are the plants or plant products conditionally prohibited from areas infested with a pest usually associated with the host?
3. Do the plants or plant products require a growing season inspection?
4. Is there a specific time during the year when the plants or plant products are permitted to enter the foreign country?
5. Do the plants or plant products require treatment in the country of origin as a condition of entry, or was a treatment conducted?
6. Do the plants or plant products need to conform to an additional declaration?
7. Do the plants or plant products need to conform to an official verification?
8. Do the plants or plant products need to conform to freedom from applicable harmful organisms?
9. Does the foreign country limit the import of plants or plant products to specified ports?
10. Are there other phytosanitary import requirements that the plants or plant products must meet as a condition of entry?

**FIGURE 2-3-1: Summary of Common and Consistent Import Requirements Presented from the Most-to-Least Restrictive**


**1. Do the plants or plant products require an import permit, or was an import permit presented though not required?**

This import requirement pertains to those plants or plant products that require an import permit as a condition of entry, but are **not** listed in the export summary as being prohibited. Also, an exporter may have an import permit without being a condition of entry specified by the foreign country. Begin at [Table 2-3-2](#).

**TABLE 2-3-2: Identify Plants or Plant Products Requiring an Import Permit**

<b>If the plants or plant products:</b>	<b>Then:</b>
Require an import permit as stated in the export summary, but are <b>not</b> listed as being prohibited	1. CONSIDER the plants or plant products as restricted 2. GO to <a href="#">Table 2-3-3 on page 2-3-11</a>
<b>Do not</b> require an import permit	1. CONTINUE to identify other import requirements that apply to the plants or plant products 2. GO to <a href="#">Table 2-3-4 on page 2-3-12</a>

**TABLE 2-3-3: Regulate Restricted (Nonprohibited) Plants or Plant Products  
Requiring an Import Permit**

If, after reviewing the supporting documents, you determine that the exporter:	Then:
Has a copy of a valid import permit issued by the plant protection organization of the foreign country <sup>1</sup>	<p>1. REVIEW the import permit to identify phytosanitary import requirements that <b>must</b> be met by the exporter</p> <p>2. CHECK the export summary for other import requirements that may pertain to these plants or plant products if needed. Generally, an import permit supersedes the export summary, but may also supplement the requirements in the export summary</p> <p>3. RECORD an additional declaration on PPQ Form 577 that states: "Import permit [number on the import permit] was presented."</p> <div data-bbox="836 751 945 871">  <p><b>Important</b></p> </div> <div data-bbox="974 735 1469 892" style="background-color: #e0f2f1; padding: 5px;"> <p>Once an import permit is presented, <b>do not</b> issue PPQ Form 577 with an additional declaration that states, "No import permit was presented." Doing so would constitute a fraudulent statement on the certificate.</p> </div> <p>4. GO to <i>Procedures</i>, <b>Inspection Guidelines</b> on <b>page 2-4-1</b> to inspect the plants or plant products to ensure that they met the import requirements listed on the import permit</p>
<b>Does not</b> have a copy of a valid import permit <sup>2</sup>	<p>1. INFORM the exporter that the shipment may be held at its destination point without an import permit (see Important Note below)</p> <p>2. RECORD an additional declaration on PPQ Form 577 that states: "<b>No</b> import permit was presented."</p> <p>3. CONTINUE to look for import requirements that apply to the plants or plant products</p> <p>4. GO to <b>2. Are the plants or plant products conditionally prohibited from areas infested with a pest usually associated with the host?</b> on <b>page 2-3-13</b></p>

- 1 This official document may **not** look like a U.S.-issued import permit. A foreign-issued import permit is issued to the importer in the foreign country and a copy is sent to the exporter. Official documents **must** be in English. Bilingual information is acceptable as long as one of the languages is English. If an ACO or other capable source **cannot** confidently translate an official document, then advise the exporter that you **cannot** proceed until the exporter can provide an English translation certified in writing as accurate. If an ACO questions the validity of a presented import permit, then the ACO **cannot** issue a Federal plant export certificate until the permit's validity is ascertained. Forward the import permit for validation to Export Services through channels.



ACOs **cannot** refuse to issue a PPQ Form 577 if an import permit is **not** presented for restricted plants or plant products. However, this rule is **not** strictly followed by all countries. Some countries absolutely require an import permit to enter certain restricted plants or plant products. In the export summaries for these countries, the following statement immediately follows the requirement for an import permit: **"Do not issue a phytosanitary certificate unless an import permit is presented."** In this instance, ACOs **cannot** issue PPQ Form 577 unless the import permit is presented.

**TABLE 2-3-4: Regulate Plants or Plant Products Accompanied by an Import Permit That Is Not Required**


If, after reviewing the supporting documents, you determine that the exporter:	Then:
Has a copy of a valid import permit issued by the plant protection organization of the foreign country <sup>1</sup>	<ol style="list-style-type: none"> <li>1. REVIEW the import permit to identify phytosanitary import requirements that <b>must</b> be met by the exporter</li> <li>2. CHECK the export summary for other import requirements that may pertain to these plants or plant products. Generally, the import permit supersedes the export summary, but may also supplement requirements in the export summary</li> <li>3. RECORD an additional declaration on PPQ Form 577 that states: "Import permit [number on the import permit] was presented."</li> </ol> <div data-bbox="792 1108 902 1230" data-label="Image"> </div> <div data-bbox="938 1098 1401 1245" data-label="Text"> <p>Once an import permit is presented, <b>do not</b> issue PPQ Form 577 with an additional declaration that states, "No import permit was presented." Doing so would constitute a fraudulent statement on the certificate.</p> </div> <ol style="list-style-type: none"> <li>4. GO to <i>Procedures, Inspection Guidelines</i> on <b>page 2-4-1</b> to inspect the plants or plant products to ensure that they met all the import requirements listed on the import permit</li> </ol>
<b>Does not</b> have a copy of a valid import permit	<ol style="list-style-type: none"> <li>1. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>2. GO to <b>2. Are the plants or plant products conditionally prohibited from areas infested with a pest usually associated with the host?</b> on <b>page 2-3-13</b></li> </ol>

1 This official document may **not** look like a U.S.-issued import permit. A foreign-issued import permit is issued to the importer in the foreign country and a copy is sent to the exporter. Official documents **must** be in English. Bilingual information is acceptable as long as one of the languages is English. If an ACO or other capable source **cannot** confidently translate an official document, then advise the exporter that you **cannot** proceed until the exporter can provide an English translation certified in writing as accurate. If an ACO questions the validity of a presented import permit, then the ACO **cannot** issue a Federal plant export certificate until the permit's validity is ascertained. Forward the import permit for validation to Export Services through channels.

## 2. Are the plants or plant products conditionally prohibited from areas infested with a pest usually associated with the host?

Use [Table 2-3-5](#) to take the correct regulatory action.

**TABLE 2-3-5: Regulate Plants or Plant Products That Are Conditionally Prohibited from Specific Areas Infested With a Pest Usually Associated With the Host**


If the plants or plant products are:	And after reviewing the supporting documents, you determine that the plants or plant products were grown in: <sup>1</sup>	Then:
Prohibited from specific areas that are infested with a pest usually associated with that host	One of the specified areas	REFUSE to issue PPQ Form 577
	Area free from pests associated with that host (a pest-free area <sup>2</sup> )	1. CONTINUE to identify other import requirements that apply to the plants or plant products
Not prohibited from specific areas		2. GO to <b>3. Do the plants or plant products require a growing season inspection?</b> on <b>page 2-3-14</b>

- 1 Get pest distribution information from the following sources:
  - a. Link within the export summary to the CAPS (provided that all states have entered all survey information)
  - b. Area identifiers
  - c. Export Certification Specialists (ECS)
  - d. National Agricultural Pest Information System (NAPIS)
  - e. State or county regulatory personnel
  - f. Riverdale (Biological and Technical Services) through your ECS
  - g. Cooperative Extension Services
  - h. Universities
- 2 See *NAPPO Standard for Pest-Free Areas* for details (contact a PPQ regional office or an Export Certification Specialist for a copy). This standard provides the requirements for establishing pest-free areas, maintenance of pest-free areas, termination of pest-free status, and reinstatement of pest-free status. Establishing pest-free status is based on surveys.

### 3. Do the plants or plant products require a growing season inspection?

Use [Table 2-3-6](#) to take the correct regulatory action.


**TABLE 2-3-6: Regulate Plants or Plant Products That Require a Growing Season Inspection**

If the plants or plant products:	And after reviewing the supporting documents, you determine that a growing season inspection was:	Then:
Require a growing season inspection	Not satisfactorily conducted	REFUSE to issue PPQ Form 577
	Satisfactorily conducted	1. CONTINUE to identify other import requirements that apply to the plants or plant products 2. GO to <b>4. Is there a specific time during the year when the plants or plant products are permitted to enter the foreign country?</b> on <b>page 2-3-15</b>
Do not require a growing season inspection		

#### 4. Is there a specific time during the year when the plants or plant products are permitted to enter the foreign country?

Use [Table 2-3-7](#) to take the correct regulatory action.


**TABLE 2-3-7: Regulate Plants or Plant Products That May Enter the Foreign Country Only During Specific Times During the Year**

If the export summary:	And after reviewing the supporting documents, you determine that the plants or plant products:	Then:
Lists a specific time when the plants or plant products are enterable <b>only</b> when conditions are met	<b>Cannot</b> meet the conditions of entry that are consistent with the specified time	REFUSE to issue PPQ Form 577
	Can meet the conditions of entry when entering during the specified time period	1. CONTINUE to identify other import requirements that apply to the plants or plant products 2. GO to <b>5. Do the plants or plant products require treatment in the country of origin as a condition of entry, or was a treatment conducted?</b> on <b>page 2-3-16</b>
<b>Does not</b> list specific times for entry		

## 5. Do the plants or plant products require treatment in the country of origin as a condition of entry, or was a treatment conducted?


Begin at [Table 2-3-8](#) to take the correct regulatory action.

**TABLE 2-3-8: Identify Plants or Plant Products Requiring Treatment in the Country of Origin as a Condition of Entry**

If the plants or plant products:	And after reviewing the supporting documents, you determine that the plants or plant products:	Then:
Require treatment as stated in the export summary		GO to <a href="#">Table 2-3-9 on page 2-3-17</a> to take the correct regulatory action
<b>Do not</b> require treatment	Were treated	GO to <a href="#">Table 2-3-10 on page 2-3-18</a> to take the correct regulatory action
	Were <b>not</b> treated	<ol style="list-style-type: none"> <li>1. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>2. GO to <a href="#">6. Do the plants or plant products need to conform to an additional declaration?</a> on <a href="#">page 2-3-19</a></li> </ol>




**TABLE 2-3-9: Regulate Plants or Plant Products Requiring Treatment in the Country of Origin as a Condition of Entry**

If after reviewing the supporting documents, you determine that:	And the exporter is:	Then:
Treatment acceptable to the importing country (as stated in the export summary) was monitored <sup>1</sup> by a Federal, State, or county plant quarantine official <sup>2</sup>		<ol style="list-style-type: none"> <li>1. RECORD details of <b>all</b> acceptable treatments on PPQ Form 577</li> <li>2. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>3. GO to <b>6. Do the plants or plant products need to conform to an additional declaration?</b> on <b>page 2-3-19</b></li> </ol>
No treatment was conducted or treatment was <b>unacceptable</b> to the importing country (as stated in the export summary)	Not willing to arrange for proper treatment	REFUSE to issue PPQ Form 577
	Willing to arrange for proper treatment at commercial facilities monitored by a Federal, State, or county plant quarantine official <sup>1</sup>	<ol style="list-style-type: none"> <li>1. MONITOR treatment</li> <li>2. RECORD details of <b>all</b> acceptable treatments on PPQ Form 577</li> <li>3. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>4. GO to <b>6. Do the plants or plant products need to conform to an additional declaration?</b> on <b>page 2-3-19</b></li> </ol>

- 1 Section 18 treatments **must** be supervised by Federal ACOs (per USDA-APHIS-PPQ Center for Plant Health Science and Technology (CPHST)).
- 2 As relates to quarantine treatments of commodities offered for export, APHIS' policy is for ACOs to attest to a treatment on a Federal plant export certificate **only** when one of the following occurs:
  - ◆ Fumigation treatment performed following procedures specified in the USDA-APHIS-PPQ *Treatment Manual* and monitored or supervised by a Federal, State, or county plant quarantine official
  - ◆ Notarized letter attesting to a fumigation treatment performed by a licensed pest control operator (certified for the type of treatment performed) or a compliance agreement for fumigation treatment in a chamber that followed the procedures specified in the USDA-APHIS-PPQ *Treatment Manual*, which is presented to the ACO for those occasions when a treatment is **not** monitored by a Federal, State, or county plant quarantine official. Treatments **not** officially monitored can be attested to **only** when **both** of the following circumstances are true:
    - ❖ Licensed pest control operator is **not** routinely involved in regulatory treatments
    - ❖ **No** other option was available
  - ◆ Fumigation treatment indicated on seed labels which was officially monitored by State regulatory personnel to ensure EPA compliance **NOTE:** Treatments listed on foreign seed labels **cannot** be attested on a re-export phytosanitary certificate since a U.S. plant quarantine official did **not** monitor the treatment in the foreign country)

See Phytosanitary Note #792, dated 02/08/1995 that was updated 01/09/03, is a special note clarifying APHIS' policy concerning the certification of quarantine treatments of commodities for export. Phytosanitary Note #0965, dated 07/07/2004, is a special note clarifying APHIS' policy concerning the phytosanitary certification of seeds.

**TABLE 2-3-10: Regulate Treated Plants or Plant Products That Do Not Require Treatment in the Country of Origin as a Condition of Entry**

If, after reviewing the supporting documents, you determine that:	And the exporter:	Then:
Acceptable treatment to the importing country (as stated in the export summary) was monitored <sup>1</sup> by a Federal, State, or county plant quarantine official <sup>2</sup>		<ol style="list-style-type: none"> <li>1. RECORD details of <b>all</b> acceptable treatments on PPQ Form 577</li> <li>2. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>3. GO to <b>6. Do the plants or plant products need to conform to an additional declaration?</b> on <b>page 2-3-19</b></li> </ol>
Treatment was <b>not</b> officially monitored or treatment was unacceptable to the import country (as stated in the export summary)	Wants the shipment treated	<ol style="list-style-type: none"> <li>1. MONITOR the treatment</li> <li>2. RECORD details of <b>all</b> acceptable treatments on PPQ Form 577</li> <li>3. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>4. GO to <b>6. Do the plants or plant products need to conform to an additional declaration?</b> on <b>page 2-3-19</b></li> </ol>
	<b>Does not</b> want the shipment treated	<ol style="list-style-type: none"> <li>1. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>2. GO to <b>6. Do the plants or plant products need to conform to an additional declaration?</b> on <b>page 2-3-19</b></li> </ol>





- 1 Section 18 treatments **must** be supervised by Federal ACOs (per USDA-APHIS-PPQ Center for Plant Health Science and Technology (CPHST))
- 2 As relates to quarantine treatments of commodities offered for export, APHIS' policy is for ACOs to attest to a treatment on a Federal plant export certificate **only** when one of the following occurs:
  - ◆ Fumigation treatment performed following procedures specified in the USDA-APHIS-PPQ *Treatment Manual* and monitored or supervised by a Federal, State, or county plant quarantine official
  - ◆ Notarized letter attesting to a fumigation treatment performed by a licensed pest control operator (certified for the type of treatment performed) or a compliance agreement for fumigation in a chamber that followed the procedures specified in the USDA-APHIS-PPQ *Treatment Manual*, which is presented to the ACO for those occasions when a treatment is **not** monitored by a Federal, State, or county plant quarantine official. Treatments **not** officially monitored can be attested to **only** when **both** of the following circumstances are true:
    - ❖ Licensed pest control operator is **not** routinely involved in regulatory treatments
    - ❖ **No** other option was available
  - ◆ Fumigation treatment indicated on seed labels, which was officially monitored by State regulatory personnel to ensure EPA compliance (**NOTE:** Treatments listed on foreign seed labels **cannot** be attested on a re-export phytosanitary certificate since a U.S. plant quarantine official did **not** monitor the treatment in the foreign country)

See Phytosanitary Note #791, dated 02/08/1995 that was updated 01/09/03, and is a special note clarifying APHIS' policy concerning the certification of quarantine treatments of commodities for export. Phytosanitary Note #0965, dated 07/07/2004, is a special note clarifying APHIS' policy concerning the certification of seeds.

## 6. Do the plants or plant products need to conform to an additional declaration?

When plants or plant products **must** comply with an additional declaration (AD), use [Table 2-3-11](#) to take the correct regulatory action.





**TABLE 2-3-11: Regulate Plants or Plant Products That Must Comply With an Additional Declaration**

If the plants or plant products:	And after reviewing the supporting documents or after inspecting the plants or plant products, you determine that:	And requirements and conditions:	Then:
Need to conform to an additional declaration in an import permit, EXCERPT, or ECM	Requirements and conditions have been met		 <b>Important</b> <div> RECORD additional declarations on Federal plant export certificates. </div> <ol style="list-style-type: none"> <li>1. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>2. GO to <a href="#">7. Do the plants or plant products need to conform to an official verification?</a> on <a href="#">page 2-3-20</a></li> </ol>
	No clear evidence exists that requirements and conditions have been met	Can be met (e.g., treatment, reconditioning)	<ol style="list-style-type: none"> <li>1. ALLOW exporter to provide evidence that the requirements and conditions have been met</li> <li>2. INSPECT the plants or plant products <b>after</b> the exporter has provided the evidence</li> </ol>  <b>Important</b> <div> RECORD additional declarations on Federal export certificates. </div> <ol style="list-style-type: none"> <li>3. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>4. GO to <a href="#">7. Do the plants or plant products need to conform to an official verification?</a> on <a href="#">page 2-3-20</a></li> </ol>
		Cannot be met	REFUSE to issue PPQ Form 577
Do not need to conform to an additional declaration			<ol style="list-style-type: none"> <li>1. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>2. GO to <a href="#">7. Do the plants or plant products need to conform to an official verification?</a> on <a href="#">page 2-3-20</a></li> </ol>

## 7. Do the plants or plant products need to conform to an official verification?

When plants or plant products **must** comply with an official verification (OV), use [Table 2-3-12](#) to take the correct regulatory action.


**TABLE 2-3-12: Regulate Plants or Plant Products That Must Comply With an Official Verification**

If the plants or plant products:	And after reviewing the supporting documents or after inspecting the plants or plant products, you determine that:	And requirements and conditions:	Then:
Need to conform to an official verification in an import permit, EXCERPT, or ECM	Requirements and conditions have been met		 <b>Important</b> <div> <b>DO NOT</b> RECORD official verifications on Federal plant export certificates unless directed otherwise in the export summary or import permit. </div> <ol style="list-style-type: none"> <li>1. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>2. GO to <b>8. Do the plants or plant products need to conform to freedom from applicable harmful organisms?</b> on <b>page 2-3-21</b></li> </ol>
	No clear evidence exists that requirements and conditions have been met	Can be met (e.g., treatment, reconditioning)	<ol style="list-style-type: none"> <li>1. ALLOW exporter to provide evidence that the requirements and conditions have been met</li> <li>2. INSPECT the plants or plant products <b>after</b> the exporter has provided the evidence</li> </ol>  <b>Important</b> <div> <b>DO NOT</b> RECORD official verifications on Federal plant export certificates unless directed otherwise in the export summary or import permit. </div> <ol style="list-style-type: none"> <li>3. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>4. GO to <b>8. Do the plants or plant products need to conform to freedom from applicable harmful organisms?</b> on <b>page 2-3-21</b></li> </ol>
		Cannot be met	REFUSE to issue PPQ Form 577
Do not need to conform to an official verification			<ol style="list-style-type: none"> <li>1. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>2. GO to <b>8. Do the plants or plant products need to conform to freedom from applicable harmful organisms?</b> on <b>page 2-3-21</b></li> </ol>

## 8. Do the plants or plant products need to conform to freedom from applicable harmful organisms?

Use [Table 2-3-13](#) to take the correct regulatory action for plants or plant products that **must** conform to freedom from applicable harmful organisms listed in the export summary.



**TABLE 2-3-13: Regulate Plants or Plant Products That Must be Free From Applicable Harmful Organisms**

If after reviewing the supporting documents or after inspecting the plants or plant products, you determine that:	And freedom from applicable harmful organisms:	Then:
Clear evidence exists that the plants or plant products are free from listed harmful organisms (e.g., laboratory tests or field inspection results)		<ol style="list-style-type: none"> <li>1. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>2. GO to <b>9. Does the foreign country limit the import of plants or plant products to specified ports?</b> on <b>page 2-3-22</b></li> </ol>
<b>No</b> clear evidence exists that the plants or plant products are free from listed harmful organisms	Can be met (e.g., testing, field inspection results)	<ol style="list-style-type: none"> <li>1. ALLOW exporter to provide evidence of freedom or</li> <li>2. INSPECT the plants or plant products for freedom from harmful organisms (if practical)</li> <li>3. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>4. GO to <b>9. Does the foreign country limit the import of plants or plant products to specified ports?</b> on <b>page 2-3-22</b></li> </ol>
	<b>Cannot</b> be met	REFUSE to issue PPQ Form 577

## 9. Does the foreign country limit the import of plants or plant products to specified ports?

Use [Table 2-3-14](#) to take the correct regulatory action.

**TABLE 2-3-14: Regulate Plants or Plant Products Limited to Enter Specific Ports**

If the plants or plant products are:	And the exporter has designated:	Then:
Limited to specified ports	Port <b>other than</b> specified in the export summary	<ol style="list-style-type: none"> <li>1. WARN the exporter that the shipment may be refused or delayed if entering a port <b>other than</b> specified in the export summary</li> </ol> <div>  <p><b>Important</b></p> </div> <div> <p><b>Do not</b> refuse to issue PPQ Form 577 if this is the <b>only</b> requirement that is <b>not</b> met.</p> </div> <ol style="list-style-type: none"> <li>2. CONTINUE to identify other import requirements that apply to the plants or plant products</li> <li>3. GO to <b>10. Are there other phytosanitary import requirements that the plants or plant products must meet as a condition of entry?</b> on <b>page 2-3-23</b></li> </ol>
	One of the specified ports	<ol style="list-style-type: none"> <li>1. CONTINUE to identify other import requirements that apply to the plants or plant products</li> </ol>
<b>Not</b> limited to specified ports		<ol style="list-style-type: none"> <li>2. GO to <b>10. Are there other phytosanitary import requirements that the plants or plant products must meet as a condition of entry?</b> on <b>page 2-3-23</b></li> </ol>

## 10. Are there other phytosanitary import requirements that the plants or plant products must meet as a condition of entry?

Use [Table 2-3-15](#) to take the correct regulatory action.



If **not** done so far, you may wish to GO to *General Information* of the export summary to identify an applicable import requirement that has to be met by all or groups of plants and plant products which was omitted from *Product Requirements*.

**TABLE 2-3-15: Regulate Plants or Plant Products Meeting Other Phytosanitary Import Requirements as a Condition of Entry**

If there are:	And after reviewing supporting documents, you determine that the plants or plant products:	And requirements or conditions:	Then:
Other import requirements to be met that are <b>not</b> mentioned elsewhere in this section	Met the requirements	→	1. GO to <i>Procedures, Inspection Guidelines</i> on <b>page 2-4-1</b> to inspect the plants or plant products to ensure they meet all the import requirements
	<b>Do not</b> meet the requirements	Can be met (e.g., treatment, reconditioning)	1. ALLOW the exporter to meet the requirement or condition 2. GO to <i>Procedures, Inspection Guidelines</i> on <b>page 2-4-1</b> to inspect the plants or plant products to ensure they meet all the import requirements
		<b>Cannot</b> be met	1. REFUSE to issue PPQ Form 577
<b>No</b> other import requirements to be met	→		1. GO to <i>General Information</i> of the export summary to identify unrestricted commodities <sup>1</sup> or general requirements that have to be met by all or groups of plants and plant products 2. GO to <i>Procedures, Inspection Guidelines</i> on <b>page 2-4-1</b> to inspect the plants or plant products to ensure they meet all the import requirements

- 1 ACOs can issue Federal plant export certificates for those plants or plant products listed in an export summary as unrestricted products. Recall that export certification is a service USDA-APHIS-PPQ provides to facilitate trade and to assist exporters in meeting the phytosanitary import requirements of a foreign country. Therefore, if the exporter still wants a Federal plant export certificate for an unrestricted product, is willing to pay the user fee, and the commodity is eligible for a Federal plant export certificate; then ACOs can issue one with no additional declaration and based on inspection results.

